

## Signature file Setup

### Overview

A signature file is required for adding your digital signature to your ClickForms reports. The following instructions will assist you in creating your signature file:

### Scanned Image of your Signature

Locate or create an image file of your signature file in a .jpg or .png format (other formats may work but not fully tested).

Remember where it is saved. You will be loading it into ClickForms.

Make sure the signature file does not have a lot of white space. Most graphics software programs will allow you to crop the image. The tighter you crop the signature the better. The actual signature size can be large as the ClickForms import process allows for reducing its size.



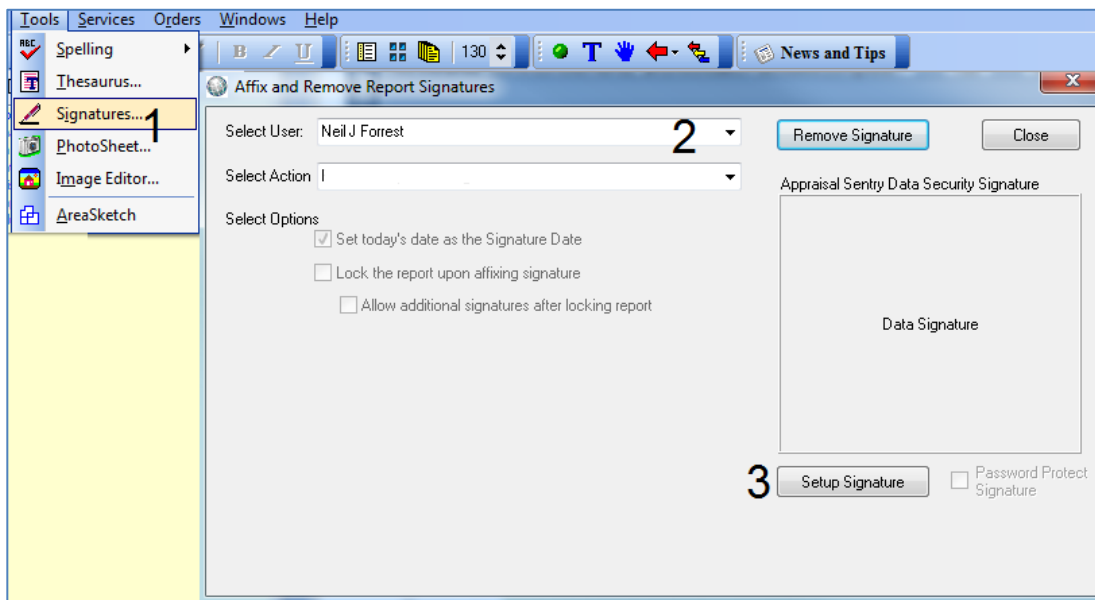
**Note:** You will need a .jpg or .png image of your signature. You can also scan, crop and save your signature as a .jpg or .png file.

When scanning, you may want to scan with a 150 x 150 and no larger than 300 x 300 per inch resolution. You may do color or black and white. Color may be required by some states. Some states also require a seal be added under the signature.

**Note:** Signatures on a large background with a lot of white space will not import correctly into your signature file.

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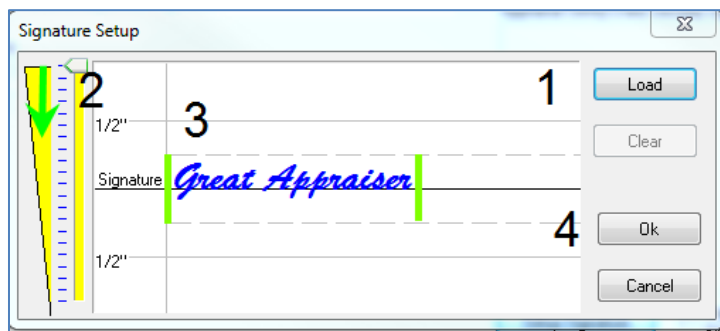
## Creating the ClickForms Signature File and Options



### To Create Your Signature file:

1. Under the Tools pull down menu, select Signatures.
2. Select the user name if it is not already shown.
3. Click the Setup Signature button.

1. Click the Load button and browse the location of your signature **.jpg** or **.png** file
2. Use the size slide to adjust the size to fit between the first line above and below the signature line.



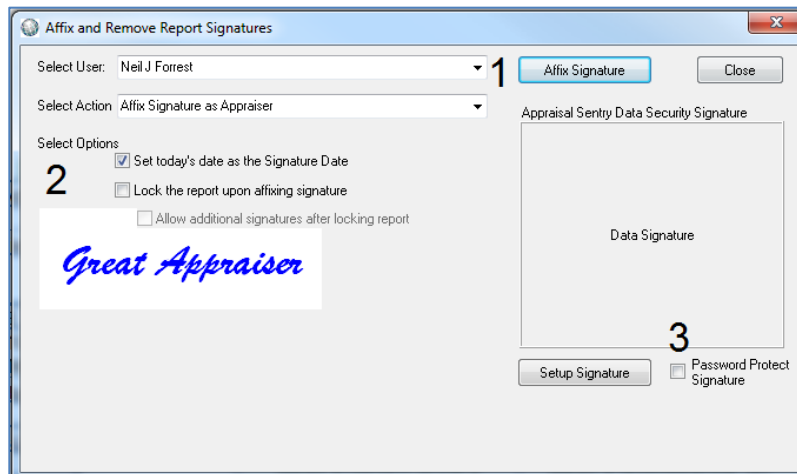
to  
or

3. Click and hold with the left mouse button to move the signature onto the signature line and near the line to the left. You may have to resize and move the signature a few times before it lines up. (Marked here by **green line!**)
4. Click the OK button to complete the process.

You have completed the process for signature setup.  
Next is affixing your signature to an actual report.

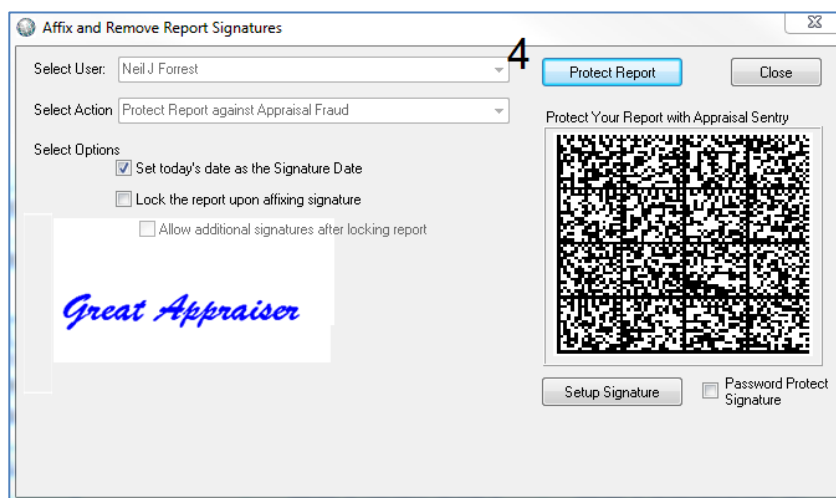
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## To Affix the Signature to an Actual Report



When the report is complete and you need to sign it:

1. Click the **Affix Signature** (button changes to **Remove** if you reopen this Signatures menu item)
2. Options to:
  - a. Set today's date as the Signature date (default)
  - b. Lock the report upon affixing signature (if you lock the report, then you will not be able to edit it without unlocking the report)
  - c. Allow additional signature after locking (supervisor)
3. Option to require a Password for signing and un-signing report



4. Click the Protect Report to finish the signature process.

**For additional assistance, contact Technical Support at 1-800-622-8727 - Option 2**